

# DEANS COUNCIL MINUTES

Wednesday, April 25, 2007

1:00 p.m. – 3:00 p.m.

Provost Conference Room

Attending: Bowers, Edwards, Ginnetti, Herbert, Kasvinsky, Khawaja, Kobulnicky, Ritchey, Ward, Yemma

## 1. Announcements

- The School of Education's annual alumni dinner will be held tomorrow, 4-26-07. Approximately 150 guests will attend.

## 2. Summer Session

Teri Riley reported that the union has inquired about the arrangements for the upcoming summer session. The leadership would like to have something in writing by the first day of classes, so that faculty will know when they enter the classroom whether the summer course they are teaching will be offered as a conference course. It was decided that a memo will be sent to the faculty for their signature as to whether or not they will teach a course if it is going to be conferenced. If the class size warrants conferencing the course and they choose not to teach a conference course, then the option would pass to the next faculty member in rotation. With the knowledge and consent of the faculty, the chairs can best make provisions for their classes.

An announcement will be sent to chairs informing them to start culling their low-enrollment summer course offerings in about a week. The faculty will be notified of this information also. Chairs are asked to start cancelling courses with very few enrolled immediately, to give students time to make other choices. We should get this information to students immediately through the *Jambar* and through the portal. Beginning the week of May 14, Marilyn Ward will issue class enrollment count data every day. The faculty should be in contact with their chairs, and deans should stay in contact with chairs. Nate Ritchey will be the contact person for disseminating the summer scheduling guidelines.

Marilyn Ward passed out a calendar of deadlines; the deans' deadlines are in red (see the attachment). She handed out an example of last year's summer contract workload verification report. The red section is for typing, and the blue section is for viewing. She pulls the workload data off the inventory, and data are put in the blue column for verification. If there is a change to the data, type it in the red column.

An inquiry was made as to whether there is a rotation policy for teaching summer classes within the graduate faculty. Deans were not certain whether there are provisions in the governance documents. They will report back at the next meeting.

### 3. Safety Alarms

Partly in the wake of the Virginia Tech tragedy, Facilities Maintenance expressed concern because employees frequently do not respond to evacuation/emergency alarms going off on campus. Please communicate to faculty that there will be zero tolerance with those who do not dismiss classes when an alarm has been sounded. Campus police can issue citations for failure to comply. We cannot jeopardize the safety of a single student. We are asking for compliance through communication. Please advise the chairs of this information and that safety trumps final exams. There will be no excuse for non-compliance. Dr. Herbert will be happy to discuss this matter further if there are any questions.

### 4. Review of Planning Document

Dr. Herbert said that the draft planning document that the deans received reflects minor editing since the previous document. Discussion followed on editorial changes and some additional concept development on several of the goals/sections. Dr. Herbert will try to work on the document again this evening based on the input today from council.

### 5. New Business

Dr. Herbert reminded the deans of the civility hour this afternoon (4-25-07) at Noodles, at 4:00 p.m., and asked that they please remind the chairs.

### 6. Adjourn

*Minutes recorded by Debbie Withrow*